



CELL TOWER / CO-LOCATE / SATELLITE DISH PERMIT & SUBMITTAL REQUIREMENTS CITY OF CARMEL / CLAY TOWNSHIP

TYPES OF PROJECTS:

IF YOU ARE

- 1. CONSTRUCTING A NEW TOWER AND SITE**
- 2. CONSTRUCTING A NEW PAD/EQUIPMENT CABINET OUTSIDE A PREVIOUSLY EXISTING SITE AREA (AND ALSO POSSIBLY CO-LOCATING A NEW ANTENNA)**
- 3. INSTALLING A NEW SATELLITE DISH**

FIRST: Submit for and obtain the appropriate approvals by the City of Carmel Plan Commission, Board of Zoning Appeals, Technical Advisory Committee, and/or the Dept. of Community Services. Contact the office of Planning & Zoning at (317) 571-2417 for any questions regarding these processes. Additional City of Carmel or Hamilton County offices that may require an approval of the project are as follows:

Hamilton Co. Surveyors Office (Contact Greg Hoyes): (317) 776-8495; grh@co.hamilton.in.us

Hamilton Co. Surveyors Office (Contact Robert Thompson): (317) 773-1406; rct@co.hamilton.in.us

Hamilton Co. Highway Dept. (Contact Dave Lucas): (317) 773-7770; del@co.hamilton.in.us

City of Carmel Engineer's Office (Gary Duncan): (317) 571-2441; gduncan@carmel.in.gov

City of Carmel Communications Dept. (Bill Akers): (317) 571-2577; wakers@carmel.in.gov

SECOND: Submit plans to the State Fire Prevention & Building Safety Plan Review. Contact (317) 232-6418 for any questions regarding their submittal process. You will need to obtain your State Commercial Design Release (CDR) to include in your submittal to the Building & Code Enforcement office. If the State does not require a CDR for the project, please submit a statement to that effect, with the name of the reviewer you spoke with.

THIRD: Contact Trudy Weddington at (317) 571-2433 or at tweddington@carmel.in.gov to request a pre-submittal meeting for your project. If she is unavailable, please contact Jim Blanchard at (317) 571-2450 or jblanchard@carmel.in.gov. You will need to provide the following information when making your request: 1. Project Name and description; 2. Location of project; 3. Contact Name, phone number, and e-mail address. Once our office has been contacted for a meeting, we will e-mail the appropriate City and County agencies, to verify the status of the project. You will be cc'd on this e-mail, and will receive any replies regarding outstanding items. If any are cited, you will need to contact that agency to clear up the issue. Once all items are complete, we will contact you to schedule the meeting, at which you will submit for your permit. The meeting date is normally set within one or two days from that contact.

*** See submittal requirements on page 2, for a list of paperwork you will need to provide when applying.

IF YOU ARE CO-LOCATING A NEW ANTENNA AND/OR ADDITIONAL PAD AND/OR CABINET, OR SATELLITE DISH WITHIN AN EXISTING, APPROVED SITE:

FIRST: Contact the Planning & Zoning office (317) 571-2417, to verify approval of the tower and/or additional co-locates, pads, and/or cabinets. Provide them with any information requested.

SECOND: Submit the appropriate paperwork as noted on page 2, and a confirmation of approval from the Planning & Zoning office for your project, to the Building & Code Services office at the City of Carmel. One Civic Square; Carmel, IN 46032.

IF YOU ARE PERFORMING REPAIR OR REPLACEMENT OF EXISTING EQUIPMENT:

A building permit will not be required for work to strictly repair or switch out existing equipment with exact replacement components.

SUBMITTAL REQUIREMENTS:

1. Completed Improvement Location Permit (ILP) application. Originals of this form are available on the first floor of City Hall, in the Building & Code Services office. A sample copy can also be found through the Building & Code Services division section of the City website at: www.carmel.in.gov.
2. **Address:** An official address for the site must be obtained (if it has not already been assigned) from the Carmel/Clay Communications Dept. Contact Bill Akers at (317) 571-2577 or wakers@carmel.in.gov.
3. **Confirmation of approval from the Planning & Zoning office of the City of Carmel:** This could be a Letter of Grant, a letter, or an email from one of our Planning Administrators, noting the Department's approval. If possible, please also supply the Board of Zoning Appeals and/or Plan Commission docket number(s) for the tower approval. (*Applications for co-locates would contain the original tower docket number(s).*)
4. **Plot / Site plan:**
 - a. An application for a permit to erect a tower must include two copies of the plot/site plan showing the proposed location of the tower and any buffer and/or landscaping commitments agreed to during the special use or special exception approvals. This plan must also show the locations of all structures on the subject parcel but also the locations of all structures on adjacent parcels.
 - b. For the co-locate of an antenna and/or placement of new pad and/or cabinet on a previously existing site, the plot/site plan should show the proposed location of the new pad and/or cabinet on the existing site, as well as the other structures existing on the site. Additionally, adjacent property area should be shown, to help determine the location of the site.
5. **Plans:**
 - a. At least one set of the plans submitted, if possible, should be on paper no larger than 11 inches by 17 inches. ALSO, you will need to submit an electronic PDF copy of plans to nmishler@carmel.in.gov in addition to paper copies, or provide a disc copy of the electronic PDF plans. If you have issues regarding paper size and/or the electronic submittal please contact either the Building Commissioner or Deputy Building Commissioner through (317) 571-2444.
 - b. An application for a permit to erect a tower must include three (3) copies of a stamped report from a qualified professional engineer that includes the following:
 - i. A description of the tower height and design, including a cross section and elevation,
 - ii. Information documenting the height above grade for all potential mounting positions for collocation of equipment and the minimum recommended separation distances between wireless telecommunications service antennas,
 - iii. Documentation describing the tower's capacity, including the number and types of antennas that it can accommodate,
 - iv. Documentation that the applicant will operate the tower and any attached antennas in compliance with applicable federal and state law, including a copy of any applicable State Commercial Design Release,
 - v. Documentation that the applicant has, before filing the application, investigated the possibility of collocation with the owners of all other towers in the vicinity, and
 - vi. Include any other information that may be reasonably requested by the Director or his representative, as necessary to evaluate the application.
 - c. An application for a permit to co-locate a new antenna and/or new equipment pad and/or cabinet, or a satellite dish(es) on an existing site must include two (2) copies of a stamped report from a qualified professional engineer that includes:
 - i. A description of: The tower height and design—including a cross section and elevation, the height above grade for all potential mounting positions for collocation of equipment and the minimum recommended separation distances between wireless telecommunications service antennas, the tower's capacity—including the number and types of antennas that it can accommodate,
 - ii. A description of the antenna and or cabinet equipment and specifications, and
 - iii. Include any other information that may be reasonably requested by the Director or his representative, as necessary to evaluate the application.

NOTE ON INSPECTIONS:

Required inspections will be identified by the Building & Code Services office on each ILP application and could range from inspection on foundation, meter-base inspection, final on construction, and/or final on site for zoning commitments.